

Child Care Provider Web Site Information

The Department of Children and Families is pleased to offer child care providers an innovative business tool – Child Care Provider Information (CCPI). With CCPI you will have access to information from the child care subsidy program, also known as Wisconsin Shares, through the World Wide Web. This internet-based access to the Child Care Payment System (CCPS), the computer system which runs the child care subsidy program, will connect you to a wide variety of information with a mere “point and click” of your mouse. You will be able to view the following:

- **Provider Information:** View current, past and future authorizations along with detailed payment information. Included are your specific site regulation status, accreditation, rates, address, telephone number, etc.
- **Announcements:** View announcements relating to the CCPS (e.g. changes in mailing dates due to federal holidays, special actions due to changes in the federal poverty level, etc.) and other statewide and county/tribal items of interest.
- **FAQ:** View the most common questions and answers about the Wisconsin Shares Program, CCPS and other child care matters.
- **Reports:** View and print reports that summarize the authorizations and payment information for your child care location(s).
- **Attendance:** With the proper access, child care providers can enter attendance hours directly into CCPI.

How Can I Get Access To This Web Site?

You can access the CCPI web site through this web site: <https://www.ccpi.wisconsin.gov>.

A screen will appear with three (3) blue boxes. Click on the “Request Access” box and follow the steps below.

1. Complete all the required steps remembering to click on the “Submit” button when you are finished with each screen. Make sure you receive a message stating your account has been created.
2. Print and sign the Web Access Request form. NOTE: If you are requesting access to a licensed child care center, the owner or program director must sign the Web Access Request form before submitting it to Milwaukee Early Care Administration.
3. **For Milwaukee County only**, submit the completed and signed Web Access Request form to:
Training Officer
Milwaukee Early Care Administration
1220 West Vliet Street, 2nd Floor
Milwaukee, WI 53205
FAX: (414) 289-8575
4. All other counties will need to contact their County Child Care Coordinators via our child care coordinator listing at <http://dcf.wisconsin.gov/childcare/wishares/pdf/coordinators.pdf>.
5. Your Web Access Request form will be processed through local and state security officers. An email or written verification will be sent to you when your access has been established.

A few days after sending the Web Access Request form to the child care unit, you may try to access the web site. Your access may have already been set up but the notice may not have reached you yet. Once you have received your confirmation, you may go to the site and be able to view all the information we have for your specific provider locations. We are confident you will find this web site to be useful in organizing the information relating to your child care facility.

The Milwaukee Early Care Administration recommends attendance at a workshop for users who have been granted access to input their own attendance. This valuable session is at no charge. This workshop is designed to help child care providers better understand inputting their own attendance.

Please contact the Training Officer at (414) 289-5844 to register for the above workshop or for more information.

DCF is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please call (414) 289-6973 or (888) 692-1382 TTY (Toll Free). For civil rights questions call (608) 266-5335 or (866) 864-4585 TTY (Toll Free).